

## FINAL REPORT FOR General Operating Support/Projects/Special Projects FY2009

*One copy of this report must be submitted to the ICA within 30 days of the completion of the grant period, no later than **August 31**. You are required to retain all financial records pertaining to the grant for a period of three years. Requests for extension for filing your final report must be submitted in writing, not later than **June 30<sup>th</sup>**.*

### PART 1: IDENTIFYING INFORMATION/DEMOGRAPHICS

Grant recipient: \_\_\_\_\_

Grant recipient TIN/EIN #: \_\_\_\_\_

Grant award #: \_\_\_\_\_ Grant amount: \$ \_\_\_\_\_  
*The period of this grant is from July 1 to June 30 of the current year*

Name of person completing report: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### CONSTITUENT PARTICIPATION

Number of individuals benefiting (audiences, participants)	Total	_____
% local residents (within 50 mile radius)		_____
% visiting (non-local - outside of 50 mile radius)		_____
Number of artists participating:	Total	_____
	Professional	_____
	Semi-Professional	_____
	Amateur	_____
Number of children and youth benefiting (audiences, participants)		_____
Number of individuals with disabilities benefiting (ADA 504)		_____

Were there special constituencies (Handicapped, senior citizens, minorities, etc.) served through this grant? If so, please describe:

#### CERTIFICATION

*I/We the undersigned certify that the foregoing information and all attachments to this report are true and correct and that all expenditures were incurred for the purpose of this grant.*

Authorizing Official \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

Project Director \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

**PART 2: FINANCIAL INFORMATION**

This report should reflect only those revenues and expenses directly related to the project or which the grant was awarded.

**Section A: ACTUAL CASH EXPENSES**

	PPA/Entry Track Grant \$	All Other \$	Total Expenses \$
Actual Personnel, Administrative			
Actual Personnel, Artistic			
Actual Personnel, Technical/Production			
Actual Outside Artistic Fees and Services			
Actual Outside Other Fees and Services			
Actual Space Rental			
Actual Travel			
Actual City Taxes Paid	<i>Ineligible</i>		
Actual State Taxes Paid	<i>Ineligible</i>		
Actual Federal Taxes Paid	<i>Ineligible</i>		
Actual Marketing			
Actual Remaining Operating Expenses			
Actual Capital Expenditures, Acquisitions			
Actual Capital Expenditures, Other			
ACTUAL TOTAL CASH EXPENDITURES			

**Section B: ACTUAL IN-KIND CONTRIBUTIONS**

	Contributor (please identify)	Total Expenses \$
Actual Personnel, Administrative		
Actual Personnel, Artistic		
Actual Personnel, Technical/Production		
Actual Outside Artistic Fees and Services		
Actual Outside Other Fees and Services		
Actual Space Rental		
Actual Travel		
Actual Marketing		
Actual Remaining Operating Expenses		
Actual Capital Expenditures, Acquisitions		
Actual Capital Expenditures, Other		
ACTUAL TOTAL IN-KIND CONTRIBUTIONS		

**Section C: CASH REVENUE**

	Total Revenue \$
Actual Admissions	
Actual Contracted Services Revenue	
Actual Corporate Support	
Actual Foundation Support	
Actual Other Private Support	
Actual Government Support, Federal	
Actual Government Support, State/Regional	
Actual Government Support, Local	
Actual Other Revenue	
Actual applicant Cash (Cash on Hand)	
Actual ICA Grant Amount Spent	
CASH INCOME	

**FINAL REPORT**  
**PART 3: NARRATIVE**  
(attach pages as necessary)

*Your application anticipated activities and results during the grant period; these questions ask you to compare what actually happened to what you expected. It will be helpful to have your application in front of you as you write.*

1. Describe the public programs in the arts that your organization produces and the process used to ensure excellence in the artistic quality of programs and services.
2. Identify and describe the community or communities served during the grant period.
3. Describe initiatives, partnerships, or collaborations undertaken during the grant period and how new, nontraditional or underserved audiences were reached.
4. Describe ways that your organization complied with the Americans with Disabilities Act (ADA) and Section 504 accessibility requirements (accommodations for people with disabilities) during the grant period.
5. Provide an overview of your organization's structure, board and staff responsibilities and volunteer involvement during the grant period.
6. Describe your organizations audience development and marketing efforts during the grant period.
7. Explain how your organization is achieving long-range goals.
8. Explain your evaluation methods and how they assisted you in measuring your desired outcomes. Attach samples of your evaluation instruments (surveys, interview questions, etc.) and/or collected evidence (compiled data, systematic observation or documentation, etc).
9. Explain significant organizational changes (budget amounts, deficits and multi-year grants, etc.)
10. As you reflect on the grant period, does an anecdote or a moment come to mind which tells the story of your organization's success?
11. Please submit copies of recordings, videos, programs, publicity, and other printed materials relating to these activities.